

INFORMATION

Refer to 1-A01-PPG-001 for Processing Instructions.
Print or Type All Information (Except Signatures)

25. ⁹⁵ DMR. No. ~~94~~-DMR-000725 ^{SW} 5/31/85

Justification (Reason for Modification, EJO#, TP#, etc.)

If modification is for a new procedure or a revision, list concurring disciplines in Block 13, and enter N/A in Blocks 14 and 15. If modification is for any type of change or a cancellation, organizations are listed in Block 13, then Concuror prints, and signs in Block 14, and dates in Block 15.

24. Responsible Manager (print, sign, date)

A-84-002537

INFORMATION ONLY

**ROCKY FLATS ENVIRONMENTAL
TECHNOLOGY SITE
ERPD ADMINISTRATIVE
PROCEDURES MANUAL
CATEGORY 1**

**Manual No.: 3-21000-ADM
Section No.: Table of Contents, Rev 41
Page: 1 of 3
Effective Date: 06/14/95
Organization: Environmental Restoration**

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2-F94-ER-ADM-02.01	Training	1	12/01/94
02.02	Personnel Qualifications	0	08/15/91
03.04	Control of QAA Development	0	09/23/91
04.01	Procurement Document Control	0	04/08/92
2-E95-ER-ADM-05.01	Procedure Development	1	06/01/94
94-DMR-001227	Appendix Replacement	1	07/05/94
05.03	RFI/RI Work Plan Development	0	08/15/91
94-DMR-002179	Extension of DCN 93.01	0	11/23/94
2-E02-ER-ADM-05.05	Document Review	1	06/01/94
94-DMR-002108	DOE/RFFO Review Determination Inclusion	1	12/01/94
94-DMR-002218	Allowance of Delays for Late Comments	1	12/01/94
2-E04-ER-ADM-05.07	Environmental Restoration Program Division (ERPD) Preparation and Use of Document Modification Requests	2	10/07/94
94-DMR-002219	ERPD Training Process Facilitation	Cancelled	
95-DMR-000318	Cancel of 94-DMR-002219	2	03/22/95
95-DMR-000332	Text Modification	2	05/21/95
05.08	Forms Control	0	09/23/91
2-G06-ER-ADM-05.10	Control of Scientific Notebook Systems	0	07/15/94
05.11	Preparation of Instructions	0	04/08/92
2-G01-ER-ADM-06.01	Document Control	1	12/22/94
2-G10-ER-ADM-06.02	Drawing Control	0	05/31/95
95-DMR-000725		0	06/14/95

DOCUMENT CLASSIFICATION REVIEW WAIVER
PER R.B. HOFFMAN, CLASSIFICATION OFFICE
JUNE 11, 1991

**ROCKY FLATS ENVIRONMENTAL
TECHNOLOGY SITE
ERPD ADMINISTRATIVE
PROCEDURES MANUAL
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Environmental Restoration**

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2-S47-ER-ADM-05.14	Use of Field Logbooks	0	06/05/95
2-N93-ER-ADM-06.04	Map Control	1	06/01/95
08.01	Control and Identification of Items, Samples, and Data	0	04/08/92
2-G32-ER-ADM-08.02	Evaluation of ERM Data for Usability in Final Reports	0	10/21/94
94-DMR-001986	Laboratory Detection Limit	0	10/21/94
2-J77-ER-ADM-08.03	Graded Validation	Rescinded	
2-J76-ER-ADM-08.05	Contract Compliance Screening	Rescinded	
10.01	Inspections	0	04/08/92
2-G16-ER-ADM-12.01	Control of Measuring and Test Equipment	1	05/12/95
15.01	Control of Nonconforming Items and Activities	1	10/12/92
16.01	Corrective Action	0	04/08/92
2-G18-ER-ADM-17.01	Records Capture and Transmittal	0	10/31/94
95-DMR-000090	DCN 93.02 Incorporation	0	01/27/95
2-S65-ER-ADM-17.02	Administrative Record Document Identification and Transmittal	1	04/20/95
95-DMR-000316	Text Modification	1	04/20/95
95-DMR-000323	Changes to the Technical Content	1	04/24/95
2-N96-ER-ADM-17.09	Records Identification, Preliminary Preparation, and Creation	0	10/31/94
95-DMR-000329	Text Modification	0	05/21/95
18.02	Surveillance Activities	1	04/08/92

**ROCKY FLATS ENVIRONMENTAL
TECHNOLOGY SITE
ERPD ADMINISTRATIVE
PROCEDURES MANUAL
CATEGORY 1**

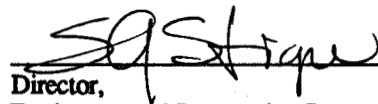
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2-G21-ER-ADM-18.03	Readiness Assessments	1	08/24/94
94-DMR-002243	Training & Records Corrections and Editorial Changes	1	12/16/94
2-G21-ER-ADM-18.03	Readiness Assessments	1	08/24/94
94-DMR-002243	Training & Records Corrections and Editorial Changes	1	12/16/94
94-DMR-002293	Clarification of Category 3 Assessment	1	12/16/94
2-G23-ER-ADM-18.05	Environmental Restoration Management Self Evaluation	0	07/15/94
2-F73-ER-ADM-21.01	ERPD Commitment Tracking	0	01/13/95
95-DMR-000321	Text Modification	0	05/15/95
AQD.08	Preparation of EPA Form R	1	10/10/91

INFORMATION
ONLY
Rocky Flats Environmental Technology Site
2-G10-ER-ADM-06.02
REVISION 0
DRAWING CONTROL

APPROVED BY



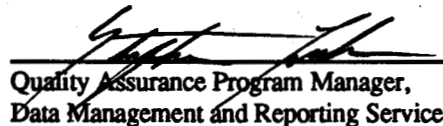
Director,
Environmental Restoration Program Division

S.G. Stiger

Print Name

5-1-95

Date



Quality Assurance Program Manager,
Data Management and Reporting Services

R.S. LUKER

Print Name

5-1-95

Date

DOE RFFO/ER Concurrence on file: ☐ Yes ☐ No ☒ NAEnvironmental Protection Agency Approval Received: ☐ Yes ☐ No ☒ NAResponsible Organization: Environmental Restoration Program DivisionEffective Date: 5/31/95

REVIEW BY THE FOLLOWING DISCIPLINES IS DOCUMENTED IN THE PROCEDURE
HISTORY FILE:

Data Management and Reporting Services
Environmental Operations Management
Group 1 OU Closure
Industrial Area OU Closure
OU 2 Closure
OU 5, 6, 7 Closures
Solar Ponds Project

USE CATEGORY 4

ORC review not required

The following have been incorporated in this revision:
93-DMR-000902

Periodic review frequency: 1 year from the effective date

LIST OF EFFECTIVE PAGES

<u>Pages</u>	<u>Effective Date</u>	<u>Change Number</u>
1-8	05/31/95	
2	mm/dd/yr 6/14/95	95-DMR-000725
3	05/31/95	
4-6	mm/dd/yr 6/14/95	95-DMR-000725
7-8	05/31/95	

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1. PURPOSE

This procedure defines the responsibilities of the Environmental Restoration Program Division (ERPD) for the control of ERPD Engineering design drawings.

This procedure implements the requirements of the Environmental Restoration QA Project Plan (QAPjP), Section 6.0, Document Control, the Conduct of Engineering Manual (COEM), and the Engineering General Drafting Manual.

2. SCOPE

This procedure applies to all Rocky Flats Environmental Technology Site (Site) employees and subcontractors performing ERPD activities requiring Engineering design drawings involving the installation of new facilities or modifications to existing facilities.

3. OVERVIEW

This procedure communicates to all ERPD organizations and subcontractors that all Engineering design drawings generated for the Site in support of ERPD activities are to be initiated, changed, approved, and controlled by Site Engineering Documentation and in accordance with the COEM. All ERPD Engineering design drawings are required to meet the standards defined in the Engineering General Drafting Manual and be validated and controlled as defined in the COEM, 2-L08-COEM-AMN-105, Engineering Drawing Control, and

2-L10-COEM-AMN-101, Engineering Document Control.

In addition to the above requirements, all ERPD Engineering design drawings and Site Engineering Documentation work control forms requesting support from Site Engineering Documentation must include:

- ERPD Project number
- Operational Unit (OU) designator number
- Reference Category Description "R."

All changes to existing ERPD Engineering design drawings are in accordance with 2-D46-COEM-DES-255, Engineering Change Request.

4. DEFINITIONS

All applicable definitions are found in the COEM or the Rocky Flats Plant Dictionary.

Engineering Design Drawings. Diagrammatic representations (for the purpose of construction, modification, and/or demolition) of facilities, systems and components. Excluded from this definition are drawings depicting proposed actions to be implemented, upon approval, via approved engineering design processes (i.e. figures, plates, and conceptual representations).

Facility. For the purposes of this procedure, facilities are defined as new and existing systems involving structures and processes requiring civil, chemical, electrical and/or mechanical engineering design and modification.

5. RESPONSIBILITIES**5.1 ERPД Employees and Subcontractors**

Ensures that all ERPД prepared Engineering design drawings are generated, changed, validated, and controlled pursuant to the applicable sections of the COEM.

Ensures that all ERPД prepared Engineering design drawings and all requests for Site Engineering Documentation support contain an ERPД assigned Project number, an OU designator number, and the Reference Category Description "R."

5.2 ERPД Project Manager

Identifies all required Engineering design drawings and assigns Project numbers to all ERPД projects requiring drawing control services from Site Engineering Documentation.

Ensures that all ERPД employees and subcontractors comply with the COEM and this procedure.

Ensures that all personnel, including subcontractors, are trained and qualified to perform the duties, tasks, and responsibilities described in this procedure.

Ensures that all core and ERPД-specific training has been completed and documented, and that copies of all documentation have been forwarded to the ERPД training files.

5.3 ERPД Technical Publications (TP)

Reviews all ERPД prepared Engineering design drawings and ERPД Environmental Documentation work control forms for additional information such as ERPД Project number, OU designator number, and Reference Category Description "R."

Forwards all ERPД prepared Engineering design drawings and work control forms to Site Engineering Documentation.

Maintains the quarterly Engineering Drawing Report supplied by Site Engineering Documentation for all ERPД drawings.

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6. INSTRUCTIONS—PREPARED DRAWINGS

NOTE *Prepared Engineering design drawings are drawings created and drafted by ERPD personnel and subcontractors.*

ERPD Project Manager

- [1] Assign an ERPD Project Number to all projects requiring drawings and/or drawing control services from Site Engineering Documentation.

ERPD Employees and Subcontractors

- [2] Prepare the ERPD Project drawing in accordance with the COEM and the Engineering General Drafting Manual.
- [3] Include the following additional information on the ERPD Project drawing:
- ERPD Project Number in the drawing title block
 - OU designator number in the keyword field of the drawing title block
 - Reference Category Description "R" for Environmental Restoration in the drawing margin area as shown in the Engineering General Draft Manual
- [4] Submit the ERPD Project drawing and electronic media configuration to ERPD TP.

ERPD TP

- [5] Ensure that the ERPD Project drawing has an ERPD Project Number, an OU designator, and the Reference Category Description "R."
- [6] Record the drawing identification number, ERPD Project Number, and OU designator number into a manual or a computerized log.
- [7] Forward Project drawing and electronic media to Site Engineering Documentation for processing.